



The City of Covington
REQUEST FOR PROPOSALS
Office Furniture and Relocation Services
City of Covington, Kentucky

Purpose:

The City of Covington, Kentucky ("City") is requesting proposals from qualified firms interested in providing systems and traditional furniture, filing systems, and relocation services for the new Covington City Hall, at 20 W. Pike Street, Covington, Kentucky.

Further information and/or specifications may be obtained at the Office of the City Manager, 638 Madison Avenue, 4th Floor, Covington, Kentucky 859-292-2160, or by email at khushebeck@covingtonky.gov.

Mandatory Pre-Submittal Meeting: A mandatory pre-submittal meeting will be held on August 14, 2013 at 9:00 a.m. at City Hall, 638 Madison Avenue, Covington, Kentucky 41011.

All applications shall be submitted no later than Friday, August 23rd, 2013 by 4:00 p.m. to:

Office of the City Manager
City of Covington
638 Madison Ave, 4th Floor
Covington, KY 41011
RFP – Office Furniture and Relocation Services

Responses received after the deadline will NOT be considered. The City reserves the right to reject any and all responses to this request.

DATES OF PUBLICATION:
August 1, 2013



Proposal Cover Sheet

The City of Covington Office Furniture and Relocation Services

Legal Name of Corporation or Company: _____

Federal ID number of legal entity: _____

Primary Contact Person: _____ Title: _____

Address: _____

City, State, and Zip: _____

Telephone number: _____ Fax number: _____

Cell phone number: _____

Email address: _____

This bid sheet must be signed, dated, and returned. All Bidders must accept all of the City of Covington's terms and conditions that are attached to this RFP document.

To be awarded a City of Covington contract, Proposers must have a City of Covington Occupational License.



The City of Covington

Statement of Work Office Furniture and Relocation Services July XX, 2013

DESCRIPTION OF SERVICES:

The City of Covington is moving its facility from 638 Madison Avenue to 20 W. Pike Street. As such, the City is accepting proposals for the following: new/ used systems furniture, new traditional office furniture, sale of surplus City owned property (furniture and appurtenances) and moving services. The selected contractor shall provide all personnel, equipment, tools, materials, supervision, transportation and all other parts and supplies necessary to accomplish the above tasks.

I. Bidders may submit proposal for one, two, three or all four work items below. The City is accepting proposals for the following:

1. **FURNITURE:**

New and/or used systems furniture and traditional office furniture as described in Attachment A for the New City Hall at 20 West Pike Street, Covington. Either new or used furniture will be considered, but pricing for both options is preferred.

2. **FILING SYSTEMS:**

Design, labor, materials, equipment, special tools, supervision, and services required to install the complete and fully operating mechanically assisted movable High Density Filing Systems, holding legal size files, for file rooms identified in Attachment B.

3. **SURPLUS PROPERTY:**

Bids for the sale of surplus used furniture (the bidder will also be responsible for hauling/transportation), from 638 Madison Avenue, as described in Attachment C.

4. **MOVING AND RELOCATION SERVICES:**

Moving services for furniture, files, and office supplies from 638 Madison to 20 W. Pike Street, approximately 500 feet away, as described in Attachment D.

1. **FURNITURE:**

- a. New, used or a combination of new and used furniture as listed in Attachment A. Furniture in the cubicle areas should all be the same brand and style on each floor; however the first and second floors can be different styles and brands. If used and/or repurposed cubicle furniture is proposed, the City realizes that they might

not fit the spaces exactly, but they must fit within each an individual area indicated (i.e. if a space is an 8 ftx11ft space, the cubicle cannot be larger than 8ftx11ft, but can be smaller size, but no smaller than 8x8ft.) No custom sizing is necessary.

- b. Dimensions and Layout are provided in Attachment E. Floor plans of the office space include room dimensions and preferred layout. If the vendor proposes a layout other than what is listed in Attachment D, a copy of the proposed layout must accompany the quote.
- c. Contractors will install the furniture listed in Attachment A. They will also remove all packing material, debris and trash produced with this project. The space will be a blank slate so there is no furniture or other items to be removed.
- d. The contractor shall provide all materials and labor required, to include furnishing any necessary adapters, cables and power supplies.
- e. The contractor shall erect/connect panels and attached work-surfaces to form the cubicles, attach task lighting, overhead bins, shelving, or any other parts of the proposed work-stations and furniture.
- f. The contractor shall be the responsible for disposing and removing discarded materials that they bring to the installation site. These materials will be removed from City Hall to a site meeting all local, County, and Federal Regulations. The contractor shall not use any of the City Halls trashcans or dumpers for disposal.
- g. The Contractor will need to coordinate with the City's IT consultants at C-Forward, located in Covington, Kentucky, to insure that proper networking cables and connections are running to each desk.

2. FILING SYSTEMS:

- a. A conceptual plan for materials and services should be submitted, based on the file inventory information provided in Attachment B, and the floor plan provided in Attachment E. Vendor shall propose a room layout design for the filing system within each intended room. Maximize filing inches in the most efficient use of space within the room.
- b. Two installations of mechanical high density files in two file rooms installed on the first floor are necessary. The central file room will be used for finance documents, the other, for legal. Both systems should be outfitted with the full complement of carriages and shelving units.
- c. One installation of mechanical high density files systems will be installed on the second floor. This system will house code enforcement, and federal grant related files, among others, and should be outfitted with the full complement of carriages and shelving units.
- d. Include a drawing showing all pertinent details – including elevations and dimensions and plan view.
- e. A copy of the manufacturer's printed specifications and technical data sheets, which fully describe all elements of the system, mobile and shelving should be provided.

3. SURPLUS PROPERTY:

The Contractor, or their sub-contractor, will provide an itemized price list of their offer for each piece of furniture that would be purchased. The proposal should be

based on the list of furniture/inventory present of the date of the walk-through. This should be an itemized list and should reflect the list of furniture in Attachment C.

4. MOVING AND RELOCATION SERVICES:

- a. The Contractor, or their moving/relocation sub-contractor, will provide a detailed step-by-step information and management schedule of the move.
- b. The Contractor will provide sufficient boxes, labels, and tape for packing personal belongings.
- c. The contractor will move the items to the proper office/area as indicated the floor plan in Attachment E. This list is a representation of the majority of the items to be moved however, additional items may be identified by contractor during the mandatory walk through.
- d. The contractor will move files, as noted generally in Attachment B. This list is a representation of the majority of the files to be moved however, additional shall be identified by contractor during the mandatory walk through.
- e. The Contractor will ensure that all floors, walls, doorjamb, and furniture that require protection shall be appropriately protected before movement commences.
- f. The bid must reflect a total move package.
- g. The proposal shall be based on the inventory attached and inventory present on the date of the walk-through.
- h. Any changes in inventory at the time of the relocation will be negotiated with the successful Contractor
- i. Each bid should contain the following criteria and clearly indicate each line item:
 - i. Cost of packing materials
 - ii. Cost of any third party charges for specialty items or additional charges
 - iii. Separate line cost for any cleanup of debris that you estimate may be necessary. This cost should be minimal.
 - iv. Cost for replacement value insurance.
 - v. Total amount of estimate.
- i. If bid is awarded, we will request that you provide copies of your company's insurance and permit documentation.

II. KEY DATES AND PERFORMANCE PERIOD:

The furniture installation and relocation must be complete by October 1, 2013.

III. CONTRACTOR REQUIREMENTS:

1. The contractor shall utilize qualified, capable employees in the performance of this contract. Technicians servicing the equipment shall possess applicable certifications and qualifications to conduct the work.
2. The contractor shall take all necessary precautions to ensure there's no damage to Government Property. All damages to such property and furnishings shall be repaired or replaced at no additional cost to the government.
3. The contractor shall coordinate the scheduling of work with the City Representative prior to commencing work.
4. The contractor shall be responsible for all means and methods as they relate to safety and shall comply with all local, state and federal requirements. All contracted

personnel shall be instructed to be mindful of maintaining a safe environment for the facility.

5. Before installation services are started, the contractor shall inspect work site and ascertain all information necessary to deliver effective performance of services. The contractor shall notify the City Representative of any conditions that prevent the suitable completion of the installation services.
6. The Contractor shall provide proof of applicable workers' compensation, unemployment and liability insurance and maintain insurance currency throughout the contract period.

IV. GOVERNMENT INSPECTIONS: A City Representative will inspect equipment installation and confirm that the equipment is in working order. Deficiencies will be brought to the attention of the contractor the contractor shall correct the condition(s) at no additional cost to the government.

V. MANDATORY PRE-SUBMISSION MEETING
Mandatory Pre-Bid Walk Through on August 14th, 9:00a.m. at 638 Madison Avenue, Covington, Kentucky and moving to 20 W. Pike Street, Covington Kentucky.

VI. GENERAL REQUIREMENTS:

1. All proposal expenses are to be borne by the proposer.
2. Proposals may be withdrawn upon receipt of a written request prior to the date and time of submission as noted in this RFP.
3. Questions or clarifications must be submitted in writing to the Project Manager as noted in the Proposal Submission section of this document. The City will only recognize written communication, and is not responsible for oral interpretations by a City employee, representative, or others.
4. Addenda may be issued up to 48 hours prior to the submission date. Interested proposers must provide detailed contact information including company address, fax number, email, and phone numbers so that addenda may be issued in a timely manner.
5. The City of Covington reserves the right to reject any and/or all submissions and to waive any formalities as part of the selection process. As consideration for making a proposal, the Respondent waives any claims for any alleged damages arising from a rejection of the proposal by the City.
6. Proposals shall be delivered to address listed below in a sealed envelope and must be clearly labeled "**City of Covington - Office Furniture and Relocation Services.**"
7. Proposals must contain references which reflect successful completion of contracts for the type of services detailed in the RFP, demonstrating such expertise, knowledge, and experience to establish that the proposer is capable of meeting the requirements of the proposal.

VII. PROPOSAL FORMAT:

1. Required content includes:
 - a. Letter of interest including firm's availability to undertake this project in the short time frame, and acknowledgement of any and all addenda issued for this RFP.

- b. A written summary of the proposer's approach to scope of work.
 - c. Detailed description of firm (s).
 - d. Provide a minimum of three (3) client references for projects with services similar to the scope of services for this RFP.
2. One (1) original and five (5) copies shall be submitted

VIII. PROPOSAL SUBMISSION:

All responses shall be submitted no later than **4:00 p.m., August 23rd, 2013:**

Office of the City Manager
ATTN: Larisa Sims, Assistant City Manager
638 Madison Avenue
Covington, Kentucky 41011

IX. PUBLIC INFORMATION NOTICE:

All proposals submitted to the City will be kept in confidence with the Selection Committee for the sole purposes of evaluating and developing the best possible strategic option for the City. RFP submissions will become property of the City. The City will have the right to make copies for its internal review process and to provide copies to its staff, legal, technical and financial advisors and representatives.

All information submitted for review may be subject to the Kentucky Open Records Act and may be made available upon request by the public. Respondents should identify any confidential, proprietary information or trade secrets and provide justification why such material should not be disclosed.

ATTACHMENT A: LIST OF FURNITURE NEEDED

Quotes for the furniture listed below should be itemized. Furniture can be used, repurposed, new or a combination. Furniture in the cubicle areas should all be the same brand and style on each floor; however the first and second floors can be different styles and brands. If used and/or repurposed cubicle furniture is proposed, The City realizes that they might not fit the spaces exactly, but they must fit within each an individual area indicated (ie if a space is an 8 ftx11ft space, the cubicle cannot be larger than 8ftx11ft, but it can be smaller size.)

FIRST FLOOR

- 1) Cubicle-style workstations to fit within and be configured in the space indicated on the attached first floor plans, indicated in Attachment E as follows. The cubicles may be smaller than the individual areas outlined, but they cannot be larger than those areas:
 - a) Eleven (11) full and/or 3/4 wall cubicles with overhead storage and 1-2 pedestal file storage cabinets.
 - b) Two (2) cubicles accommodating one side of ½ wall cubicles (as noted on the plan) with overhead storage and 1-2 pedestal file storage cabinets
- 2) Conference tables and chairs to fit within the space indicated on the attached floor plans, in Attachment E, as follows:
 - a) Three (3) small round 4 seat conference tables
 - b) Twelve (12) chairs for above small conference tables, to match
 - c) One (1) small size conference table to fit 6 people
 - d) Six (6) conference room chairs to fit around the conference table specified above
- 3) Chairs, as indicated on Attachment E:
 - a) Sixteen (16) guest chairs, padded, with or without arms, padded, with arms
 - b) Eight (8) new executive style swivel desk chairs
 - c) One (1) café height stool with back
 - d) Thirteen (13) new swivel desk chairs, to be compatible with cubicle systems furniture
 - e) Sixteen (16) break room chairs
- 4) Commission Chambers:
 - a) 150 Stackable interlocking guest chairs (approximately 19" in width)
 - b) 8 executive style swivel chairs (at dais)

SECOND FLOOR

- 1) Cubicle-style workstations to fit within and be configured in the space indicated on the attached first floor plans, indicated in Attachment E, as follows. The Cubicles may be smaller than the individual areas outlined, but they cannot be larger than those areas:
 - a) Fifteen (15) full and/or 3/4 wall with overhead storage and 1-2 pedestal file storage cabinets.
 - b) Two (2) ½ wall cubicles (one side) with overhead storage and 1-2 pedestal file storage cabinets
 - c) Two (2) 11 ft (length) partition walls

- 2) Standard office furniture to fit within the space indicated for Mayor and Commissioners on the attached floor plans, in Attachment E.
 - a) Four (4) L-shaped desks with one pedestal file storage cabinet (or similar), cherry finish or similar
 - b) Four (4) small 2-3 shelf bookshelves to match above
 - c) One (1) U-shaped desk with 1-2 pedestal file storage cabinets (or similar) with one hutch, cherry finish or similar
 - d) Seven (7) small round, 4 seat, in office conference tables, cherry finish or similar
 - e) Twenty –eight (28) guest chairs for above small conference tables, to match above
- 3) Conference tables and chairs to fit within the space indicated on the attached floor plans, in Attachment E, as follows.
 - a) One (1) small round, 4 seat, conference table to fit 4 people, cherry finish or similar
 - b) Two (2) small size conference tables to fit 6 people, cherry finish or similar
 - c) Two (2) medium size conference tables to fit 8 people, , cherry finish or similar
 - d) Thirty-two (32) conference room chairs to fit around the conference tables specified above
- 4) Chairs, as indicated on Attachment E:
 - a) Twelve (12) guest chairs, padded, with or without arms
 - b) Fourteen (14) in office guest chairs, to be compatible with cherry finish office furniture, padded, with arms
 - c) Six (6) in office guest chairs, to be compatible with cubicle system furniture, padded, with arms
 - d) One (1) café height stool with back
 - e) Twenty seven (27) new swivel desk chairs, to be compatible with cubicle systems furniture

MEZZANINE

- 1) Conference tables and chairs to fit within the space indicated on the attached floor plans, in Attachment E, as follows.
 - a) Two (2) extra-large conference table to fit 14 people
 - b) Twenty eight (28) conference room chairs to fit around the conference tables specified above with 6 extra (total 34)

ATTACHMENT B:
FILING SYSTEM INVENTORY

Attachment B: File Storage Inventory					
Administration					
Storage Container	Total Dimensions (inches)	Volume of Space Occupied (Cubic Feet)	Estimated Storage Volume (Cubic Feet)	Number of Units	Total Storage Volume
Desk Drawers	12-1/2"H x 15-1/2"W x 21-1/2"D	1.5	1.5	36	54
2-Drawer Cabinet	28-3/4"H x 18"W x 26-1/2"D	8	5	2	10
4-Drawer Cabinets, Legal Size, 28.5"	52"H x 18-1/4"W x 28-1/2"D	15.5	10	13	130
5-Drawer File Cabinet, Legal Size, 26.5"	60"H x 18-1/4"W x 26-1/2"D	17	11	2	22
6-Shelf Bookcase	75"H x 36"W x 16"D	25	18	5	90
Wood Bookcase	71-3/4"H x 36"W x 12"D	18	14	2	28
Basement: Large Bankers Boxes	10"H x 15"W x 24"D	2	2	85	170
			Total File Space =		334
Legal					
Storage Container	Total Dimensions (inches)	Volume of Space Occupied (Cubic Feet)	Estimated Storage Volume (Cubic Feet)	Number of Units	Total Storage Volume
Desk Drawers	12-1/2"H x 15-1/2"W x 21-1/2"D	1.5	1.5	16	24
Small Bankers Boxes	10"H x 15"W x 12"D	1	1	32	32
Large Bankers Boxes	10"H x 15"W x 24"D	2	2	6	12
Small 4-Drawer Unit	13-1/2"H x 14"W x 14-1/2"D	2	2	2	4
4-Drawer Cabinets, Legal Size, 26.5"	52"h x 18-1/4"W x 26-1/2" D	14.5	9.5	7	66.5
4-Drawer Cabinets, Legal Size, 28.5"	52"H x 18-1/4"W x 28-1/2"D	15.5	10	5	50
5-Drawer File Cabinet, Legal Size, 26.5"	60"H x 18-1/4"W x 26-1/2"D	17	11	8	88
5-Drawer File Cabinet, Legal Size, 28.5"	60"H x 18"W x 28-1/2"D	18	12	6	72
Multi-Drawer Unit (1)	60-1/2"H x 71"W x 14"D	35	23	1	23
Multi-Drawer Unit (2)	48"H x 25"W x 16"D	11	7	1	7
Multi-Drawer Unit (3)	48"H x 40"W x 16"D	18	12	1	12
Multi-Drawer Unit (4)	92"H x 35"W x 16"D	30	19.5	1	19.5
Multi-Drawer Unit (5)	92"H x 40"W x 16"D	34	22	1	22
Misc. Box	12"H x 30-1/2"W x 15"D	3.5	3.5	1	3.5
Misc. Box	12"H x 21"W x 15"D	2	2	1	2
Misc. Box	15-1/2"H x 15-1/2"W x 15-1/2"D	2	2	1	2
Misc. Box	14"H x 17"W x 15"D	2	2	1	2
Misc. Shelf Space	11-1/2"H x 23"W x 12-1/2"D	2	2	1	2
Misc. Shelf Space	11-1/2"H x 33"W x 12-1/2"D	3	3	1	3
6-Shelf Bookcase	75"H x 36"W x 16"D	25	18	2	36
File Cabinet	36"L x 20"W x 29.5"H	12.5	8	1	8
2-Shelf Bookcase	36"W x 11"D x 30"H	7	5	4	20
3-Shelf Bookcase	36"W x 48"H x 12"D	9	7	1	7
5-Shelf Bookcase	36"W x 72"H x 12"D	18	13.5	1	13.5
5-Shelf Bookcase	36"W x 12"D x 60"H	15	11	1	11
Basement: Large Bankers Boxes	10"H x 15"W x 24"D	2	2	102	204
			Total File Space =		746
Finance					
Storage Container	Dimensions (inches)	Volume of Space Occupied (Cubic Feet)	Estimated Storage Volume (Cubic Feet)	Number of Units	Total Volume Needed
Desk Drawers	12-1/2"H x 15-1/2"W x 21-1/2"D		1.5	48	72
Moving Shelves	80"H x 157"W x 65"D	472	377	1	377
3-Drawer Filing Cabinet, Legal Size, 27.5"	27-1/8"H x 14-1/2"W x 18"D	4	3	3	9

Storage Container	Total Dimensions (inches)	Volume of Space Occupied (Cubic Feet)	Estimated Storage Volume (Cubic Feet)	Number of Units	Total Storage Volume
4-Drawer Cabinet , Letter Size, 26.5"	52"H x 15"W x 26 1/2"D	12	8	8	64
4-Drawer Cabinet , Letter Size, 28.5"	52"H x 15"W x 28-1/2"D	13	8.5	1	8.5
4-Drawer Cabinet, Legal Size, 25"	52"H x 18-1/4"W x 25"D	14	9	1	9
4-Drawer Cabinets, Legal Size, 26.5"	52"h x 18-1/4"W x 26-1/2" D	14.5	9.5	1	9.5
4-Drawer Cabinets, Legal Size, 28.5"	52"H x 18-1/4"W x 28-1/2"D	15.5	10	8	80
5-Drawer File Cabinet, Legal Size, 26.5"	60"H x 18-1/4"W x 26-1/2"D	17	11	3	33
5-Drawer File Cabinet, Legal Size, 28.5"	60"H x 18"W x 28-1/2"D	18	12	1	12
Lateral File Cabinet (Kristy)	67"H x 42"W x 19-1/4"D	31.5	21	2	42
Lateral Cabinet (Bob)	67"H x 36"W x 19-1/4"D	27	18	2	36
Lateral Cabinet (Clerk Typist)	42"H x 36"W x 18"D	16	10.5	2	21
Open-Air Shelf Space	41"H x 31-1/2"W x 13"D	10	10	1	10
Closet 72" High	72"H x 36"W x 18"D	30	22	1	22
Closet 78" High	78"H x 36"W x 18"D	29.5	21	1	21
Bookshelves	91"H x 37"W x 18"D	35	25	4	100
Basement: 4-Drawer Cabinets, Legal Size, 28.5"	52"H x 18-1/4"W x 28-1/2"D	15.5	10	8	80
Basement: Tall 2-Door Storage Closet	72"H x 36"W x 18"D	27	19	2	38
Basement: Large Bankers Boxes	10"H x 15"W x 24"D	2	2	215	430
			Total File Space =		1474
Recreation					
Storage Container	Dimensions (inches)	Volume of Space Occupied (Cubic Feet)	Estimated Storage Volume (Cubic Feet)	Number of Units	Total Volume Needed
Drawers	12-1/2"H x 15-1/2"W x 21-1/2"D	1.5	1.5	6	9
Bookcase 25" Wide	72"H x 25"W x 11"D	11.5	8.5	1	8.5
Bookcase 31.5" Wide	72"H x 31-1/2"W x 13"D	17	12	2	24
Bookcase 36" Wide	48"H x 36"W x 12"D	12	9	1	9
5-Drawer File Cabinet, Legal Size, 26.5"	60"H x 18-1/4"W x 26-1/2"D	17	11	2	22
			*Some can be stored in the basement		
Basement: Small Bankers Boxes	10"H x 15"W x 12"D	1	1	150	150
Basement: Garbage Cans	55 Gallons	7.5	7.5	3	22.5
Basement: Duffle Bags	28"L x 16"W x 16"D	3.15	3.15	8	25.2
Basement: Tall 2-Door Storage Closet	72"H x 36"W x 18"D	27	19	1	19
Basement: 50-Gallon Plastic Tote	21.81"D x 43.81"W x 18.16"H	6.68	6.68	4	26.72
			Total File Space =		315.92
HR					
Storage Container	Dimensions (inches)	Volume of Space Occupied (Cubic Feet)	Estimated Storage Volume (Cubic Feet)	Number of Units	Total Volume Needed
Drawers	12-1/2"H x 15-1/2"W x 21-1/2"D	1.5	1.5	9	13.5
2-Drawer Cabinet	28-3/4"H x 18"W x 26-1/2"D	8	5	2	10
4-Drawer Cabinets, Legal Size, 28.5"	52"H x 18-1/4"W x 28-1/2"D	15.5	10	14	140
5-Drawer File Cabinet, Legal Size, 26.5"	60"H x 18-1/4"W x 26-1/2"D	17	11	1	11
Lateral File Cabinet (Jo Ann)	53"H x 30"W x 19-1/4"D	18	12	1	12
Bookcase	48"H x 24"W x 14"D	9	7	2	14
Lobby Storage	Miscellaneous cabinetry	12	12	1	12
Basement: Small Bankers Boxes	10"H x 15"W x 12"D	1	1	50	50
Basement: 4-Drawer Cabinets, Legal Size, 28.5"	52"H x 18-1/4"W x 28-1/2"D	15.5	10	3	30
Basement: 2-Drawer Cabinet, Legal Size, 26.5"	28-3/4"H x 18"W x 26-1/2"D	8	5	1	5
			Total File Space =		297.5

<i>Storage Container</i>	<i>Total Dimensions (inches)</i>	<i>Volume of Space Occupied (Cubic Feet)</i>	<i>Estimated Storage Volume (Cubic Feet)</i>	<i>Number of Units</i>	<i>Total Storage Volume</i>
Development Department					
<i>Storage Container</i>	<i>Dimensions (inches)</i>	<i>Volume of Space Occupied (Cubic Feet)</i>	<i>Estimated Storage Volume (Cubic Feet)</i>	<i>Number of Units</i>	<i>Total Volume Needed</i>
Drawers	12-1/2"H x 15-1/2"W x 21-1/2"D	1.5	1.5	24	36
2-Shelf Bookcase	29.4"H x 13.7"D x 31-1/2"W	7.5	5.5	10	55
3-Shelf Bookcase	36"W x 36"H x 12"D	9	7	1	7
5-Shelf Bookcase	60-1/4"H x 36"W x 11.6"D	9	6.5	6	39
6-Shelf Bookcase	70-1/4"H x 23-3/4"W x 13-3/4"D	13	10	3	30
2-Drawer Cabinet, Letter Size, 26.5"	26-1/2"D x 15"W x 29"H	7	5	1	5
2-Drawer Cabinet, Legal Size, 26.5"	28-3/4"H x 18"W x 26-1/2"D	8	5	3	15
4-Drawer Cabinet , Letter Size, 26.5"	52"H x 15"W x 26 1/2"D	12	8	1	8
4-Drawer Cabinets, Legal Size, 28.5"	52"H x 18-1/4"W x 28-1/2"D	15.5	10	3	30
5-Drawer File Cabinet, Legal Size, 26.5"	60"H x 18-1/4"W x 26-1/2"D	17	11	12	132
Lateral File Cabinet	53"H x 42"W x 19-1/4"D	25	16	2	32
Fire rated file cabinets 3 drawer (Green cards)	16 ¾ W x 29 ¾ D x 40 ¾ H	12	6	4	24
UDRB: 5-Drawer File Cabinet, Legal Size, 26.5"	60"H x 18-1/4"W x 26-1/2"D	17	11	1	11
EDD Loan: 5-Drawer File Cabinet, Legal Size, 26.5"	60"H x 18-1/4"W x 26-1/2"D	17	11	1	11
CDBG: 5-Drawer File Cabinet, Legal Size, 26.5"	60"H x 18-1/4"W x 26-1/2"D	17	11	9	99
CDBG: 4-Drawer Cabinets, Legal Size, 28.5"	52"H x 18-1/4"W x 28-1/2"D	15.5	10	1	10
CDBG: Lateral File Cabinet	53"H x 42"W x 19-1/4"D	25	16	1	16
CDBG: Small Bankers Boxes	10"H x 15"W x 12"D	1	1	7	7
Basement: Large Bankers Boxes	10"H x 15"W x 12"D	2	2	133	266
Basement: Small Bankers Boxes	10"H x 15"W x 12"D	1	1	14	14
Basement: 5-Drawer File Cabinet, Legal Size, 26.5"	60"H x 18-1/4"W x 26-1/2"D	17	11	2	22
Basement: 5-Drawer Lateral File	67.625"H x 42"W x 18.625"D	31	20	5	100
Basement: CDBG: Large Bankers Boxes	10"H x 15"W x 24"D	2	2	35	70
			Total File Space =		1039
Community Services					
<i>Storage Container</i>	<i>Dimensions (inches)</i>	<i>Volume of Space Occupied (Cubic Feet)</i>	<i>Estimated Storage Volume (Cubic Feet)</i>	<i>Number of Units</i>	<i>Total Volume Needed</i>
2-Shelf Bookcase	29.4"H x 13.7"D x 31-1/2"W	7.5	5.5	3	16.5
3-Shelf Bookcase	36"W x 36"H x 12"D	9	7	2	14
4-Shelf Bookcase	36"W x 72"H x 12"D	18	13.5	1	13.5
6-Shelf Bookcase	70-1/4"H x 23-3/4"W x 13-3/4"D	13	10	1	10
2-Drawer Cabinet, Letter Size, 26.5"	26-1/2"D x 15"W x 29"H	7	5	1	5
2-Drawer Cabinet, Legal Size, 26.5"	28-3/4"H x 18"W x 26-1/2"D	8	5	15	75
4-Drawer Cabinets, Legal Size, 28.5"	52"H x 18-1/4"W x 28-1/2"D	15.5	10	16	160
5-Drawer File Cabinet, Letter Size, 26.5"	60"H x 15"W x 26-1/2"D	14	9	1	9
5-Drawer File Cabinet, Legal Size, 26.5"	60"H x 18-1/4"W x 26-1/2"D	17	11	27	297
Basement: Small Bankers Boxes	10"H x 15"W x 12"D	1	1	250	250
			Total File Space =		850

<i>Storage Container</i>	<i>Total Dimensions (inches)</i>	<i>Volume of Space Occupied (Cubic Feet)</i>	<i>Estimated Storage Volume (Cubic Feet)</i>	<i>Number of Units</i>	<i>Total Storage Volume</i>
Engineering					
<i>Storage Container</i>	<i>Dimensions (inches)</i>	<i>Volume of Space Occupied (Cubic Feet)</i>	<i>Estimated Storage Volume (Cubic Feet)</i>	<i>Number of Units</i>	<i>Total Volume Needed</i>
2-Shelf Bookcase	29.4"H x 13.7"D x 31-1/2"W	7.5	5.5	2	11
4-Shelf Bookcase	36"W x 72"H x 12"D	18	13.5	1	13.5
2-Drawer Cabinet, Legal Size, 26.5"	28-3/4"H x 18"W x 26-1/2"D	8	5	6	30
4-Drawer Cabinets, Legal Size, 28.5"	52"H x 18-1/4"W x 28-1/2"D	15.5	10	9	90
5-Drawer File Cabinet, Legal Size, 26.5"	60"H x 18-1/4"W x 26-1/2"D	17	11	1	11
Lateral File Cabinet	53"H x 42"W x 19-1/4"D	25	16	4	64
Basement: Bankers Boxes	10"H x 15"W x 12"D	1	1	56	56
Basement: 4-Drawer Cabinets, Legal Size, 28.5"	52"H x 18-1/4"W x 28-1/2"D	15.5	10	2	20
Basement: Roll Files	38"L x 15.25"W x 15.25"H inches	5	5	34	170
Basement: Lateral File Cabinet	53"H x 42"W x 19-1/4"D	25	16	2	32
Basement: Tall 2-Door Storage Closet	72"H x 36"W x 18"D	27	19	1	19
			Total File Space =		516.5
Section 8					
<i>Storage Container</i>	<i>Dimensions (inches)</i>	<i>Volume of Space Occupied (Cubic Feet)</i>	<i>Estimated Storage Volume (Cubic Feet)</i>	<i>Number of Units</i>	<i>Total Volume Needed</i>
Basement: Large Bankers Boxes	10"H x 15"W x 24"D	2	2	92	184
			Total File Space =		184

ATTACHMENT C:

SURPLUS FURNITURE FROM 638 MADISON AVE

Attachment C: City Hall Furniture Surplus List

Department/Office	Item/description	Dimensions/Shape
2nd Floor Break Room		
2nd Floor Break Room	blue chairsx16	
2nd Floor Break Room	blue chairsx16	
2nd Floor Break Room	gray folding chair	
Administration		
Admin/Commissioner	Desk	60" x 30"
Admin/Commissioner	Bookcase (tall)	35.75" x 13"
Admin/Commissioner	Bookcase (small)	36" x 12"
Admin/Commissioner	End Table	22" x 21"
Admin/Commissioner	Computer Desk	40" x 24"
Admin/Commissioner	Desk Chair	Desk Chair
Admin/Commissioner	Desk	60" x 30"
Admin/Commissioner	Bookcase (small)	36" x 11.75"
Admin/Commissioner	Computer Desk	40" x 24"
Admin/Commissioner	Desk Chair	Desk Chair
Admin/Commissioner	2 Guest Chairs	22.5" x 22.5"
Admin/Commissioner	Desk	60" x 30"
Admin/Commissioner	Computer Desk	40" x 24"
Admin/Commissioner	Bookcase (small)	36" x 12"
Admin/Commissioner	Desk Chair	Desk Chair
Admin/Commissioner	2 Guest Chairs	25" x 25" each
Admin/Commissioner	Desk	60" x 30"
Admin/Commissioner	Bookcase (small)	34.5" x 12.75"
Admin/Commissioner	Desk Chair	Desk Chair
Admin/Conference Room	Upholstered Customer Chairs	
Admin/Intern Desk	Wood Tanker Desk	60"x30"x30.5
Admin/Mayor	Desk	82" x 44"
Admin/Mayor	Computer Table	32" x 20"
Admin/Mayor	Credenza	74" x 21"
Basement		
Basement	Presentation Tripod (black metal; rusting)	
Basement	2-Door Beige Metal Storage Cabinet	36"L x 18"W x 78"H
Basement	4-4-Drawer Legal Cabinets (poor condition)	
Basement	Beige Metal Desk/Table with Green Metal Top (2)	30"H x 60"W x 30"D
Basement	Black Concrete Aggregate Trash Receptacle (no lid)	26"W x 26"L x 46-1/2"H
Basement	Large Chalkboard with Stand	72"L x 48"H (73"H on stand)
Basement	Wood Laminate Folding Table, Mahogany Top, Brown Base	29"H x 72"W x 30"D
Basement	2 Green Leather Studded Arm Chairs	24.5 W x 26 D x 35 H
Basement	2 Grey Formica Tanker Desks	60"W X 30"D X 30"H
Basement	1 Bunn Coffee Maker	
Basement	Grey Fabric Office Paneling	
Basement	Maple Veneer Tanker Desk	60"W X 30"D X 30"H
Basement	Oak Veneer Tanker Desk (2)	60"W X 30"D X 30"H
Basement	Straight Back Wooden Chair	18"W x 16"D x 38"H
Basement	Paper Towel Dispensers (10)	
Basement	7 Church Pews	28"D x 18"W x 30"H
Basement	4 Doors	
Basement	1 Door Frame	
Basement	2 Wood Mantles	
Basement	Grey Metal Desk	60"L x 34"D x 29"H
Basement	Green Leather & Fabric Swivel Chair	42"H x 22 1/4"W x 24 1/2"D
Bookshelf	Metal Black	30"Lx12"Dx30 1/2" H

Attachment C: City Hall Furniture Surplus List

Department/Office	Item/description	Dimensions/Shape
Development Department		
DOD/Break Room	Hospitality Cart (fully extended)	56 ½ L x 38 ½ H x 20 ½ D
DOD/Break Room	Light Brown 5 shelf Bookshelf	70 ½ H x 13 D x 35 ¾ W
DOD/CE office/2nd flr_CP	desk	30d"x60w"
DOD/CE office/2nd flr_CP	Book shelf	36"w x 12"d x 60"h
DOD/CE office/2nd flr_CP	credenza	20"d x 66"w
DOD/CE office/2nd flr_CP	swivel desk chair	
DOD/Code Enforcement/JM	Desk	5'x30"
DOD/Code Enforcement/JM	1- 4 shelf book case	3'x6' 12'deep
DOD/Code Enforcement/JM	1- 2 shelf book case	30"x30" 16" deep
DOD/Code Enforcement/JM	1-Table	60x30"
DOD/Code Enforcement/TW	Chairs	23"W x 23"D x 40"H
DOD/Code Enforcement/TW	Table	60"W x 30"H x 4"D (folded position)
DOD/Code Enforcement/TW	Pew	90"L x 23"D x 35"H
DOD/Code Enforcement/TW	Credenza	20"W x 28-5/8"H x 78-1/4"L
DOD/Code Enforcement/Unused Office	Desk- 4 small drawers 1 file drawer	5'x30"x29.5"H
DOD/Code Enforcement/Unused Office	Desk- 2 file 2 small drawer	5'x30"x29.5"H
DOD/Code Enforcement/Unused Office	bookshelf- 6 shelf- oak	30"x1'x6'H
DOD/Code Enforcement/Unused Office	swivel chair- gray	
DOD/Code Enforcement/Unused Office	Desk- 1 lower shelf	28"x48"x26"H
DOD/Code Enforcement/Unused Office	client chair	
DOD/Community Service/ intern front	Desk-oak veneer- small drawer and file drawer	30"x5'x28"H
DOD/Community Service/ intern front	1 desk chair maroon	
DOD/Community Services /HP Office 4th Floor	client chair- maroon and black	
DOD/Community Services/ Part Time	gray metal desk with wood veneer top2 file cabinets 2 small drawers	30"x5'x29"H
DOD/Community Services/ L	Black work table	2'x5'x29.5"H
DOD/Community Services/ code	maroon office chair	
DOD/Community Services/ intern back	oak veneer desk- 4 small drawers, file drawer pencil drawer	30"x5'x29"H
DOD/Community Services/ intern back	side computer desk oak veneer with bottom shelf	28.5"x18.5"x26.5"H
DOD/Community Services/ intern back	gray office desk chair	
DOD/Community Services/ intern back	1 blue client chair	
DOD/Community Services/ intern front	Desk 2 doors and shelf- black and wood	28"x50"x26.5"H
DOD/Community Services/ intern front	L to desk above- 2 small drawers	19"x45"x26.5"
DOD/Community Services/ intern front	1 blue client chair	
DOD/Community Services/ interoffice mail table	Black work table	2'x5'x29.5"H
DOD/Community Services/ Reception	client chair maroon	
DOD/Community Services/ Reception	tall maroon office chair	
DOD/Community Services/ Reception	side table	17.5"x33.5"x26"H
DOD/Community Services/ Reception	tall maroon office chair	
DOD/Community Services/ Reception	client chair maroon	
DOD/Community Services/part time	gray office chair	

Attachment C: City Hall Furniture Surplus List

Department/Office	Item/description	Dimensions/Shape
DOD/Community Services/Bookcase by part time	3 shelf bookcase- oak with glass doors	1'1"x3'4"x4'1"H
DOD/Community Services/Break Room	round gray table	41.5" diameter x 29.5"H
DOD/Community Services/Break Room	Black work table	2'x5'x29.5"H
DOD/Community Services/Break Room	Wood Laminate Folding Table, Mahogany Top, Brown Base	29"H x 72"W x 30"D
DOD/Community Services/Break Room	white couch	87"x35"
DOD/Community Services/Break Room	maroon office chair	
DOD/Community Services/Break Room	orange office chair	
DOD/Community Services/Break Room	black client chair	
DOD/Community Services/Break Room	black client chair	
DOD/Community Services/Break Room	blue client chair	
DOD/Community Services/Break Room	gray office chair	
DOD/Community Services/by Lori- mail	2 shelf bookcase- wood	1'x31"x31"H
DOD/Community Services/code	black and light wood computer desk 1 bottom shelf	45.5"x24.5"x26.5"h
DOD/Community Services/HP Office 2nd Floor	Desk- oak 2 file 2 small drawers	2'6"x5'x2'5.5"H
DOD/Community Services/HP Office 2nd Floor	credenza dark oak 2 file 2 small drawers	1'8"x5'6"x2'5"H
DOD/Community Services/HP Office 2nd Floor	black 2 drawer file cabinet legal size	2'5."x1'6"x2'5"H
DOD/Community Services/HP Office 2nd Floor	3 shelf bookcase- oak with glass doors	1'1"x3'4"x4'1"H
DOD/Community Services/HP Office 2nd Floor	rolling side computer table- oak	1'3.5"x3'2"x2'2"H
DOD/Community Services/HP Office 2nd Floor	rolling side computer table- oak	1'3.5"x3'2"x2'2"H
DOD/Community Services/HP Office 2nd Floor	White Board	4'x6'
DOD/Community Services/Clerk	wood veneer 2 drawer file cabinet	18"x28"x31.5"H
DOD/Community Services/Clerk	Computer Desk L shaped	30"x5'x29"H
DOD/Community Services/Clerk	L portion of desk	20"x41"x26"H
DOD/Community Services/Clerk	Computer desk	28"x50"x26.5"H
DOD/Community Services/Clerk	hutch	11"x50"x27"H
DOD/Community Services/Clerk	swivel chair	
DOD/Community Services/JE	oak veneer desk 1 file cabinet 4 small cabinets keyboard drawer	30"x5'x29.5"H
DOD/Community Services/JE	maroon office chair	
DOD/Community Services/K	Gray metal desk- 1 file cabinet 4 small drawers 1 pencil drawer	30"x5'x30"H
DOD/Community Services/K	pink office chair	
DOD/Community Services/Reception	client chair maroon	
DOD/Community Services/Reception	client chair maroon	
DOD/Community Services/supplies	Light wood veneer 6 shelf bookcase	3'x1'1"x6'H
DOD/Community Services/W	gray metal desk 6 small drawers 1 pencil drawer	30"x5'x28.5"H
DOD/Community Services/W	maroon office chair	
DOD/Community Services/Zoning 2nd Floor Office	Brown Desk(3 drawers on left; 1 pencil drawer; 2 drawers on right)	6'x3'; 28.5" tall
DOD/Community Services/Zoning 2nd Floor Office	Brown Desk (keyboard drawer)	42"x30"; 29" tall

Attachment C: City Hall Furniture Surplus List

Department/Office	Item/description	Dimensions/Shape
DOD/Community Services/Zoning 2nd Floor	Black/Gray Table w/ Wheels	2'x5'; 31.5" tall
DOD/Community Services/Zoning 2nd Floor Office	Black Leather Office Chair w/ Wheels	
DOD/Conference Room	Table (both put together)	192 W X 41 ½ D X 31 H
DOD/Conference Room	credenza	71 ½ L X 21 D X 30 H
DOD/Conference Room	desk	64 ½ L X 29 ½ D X 30 H
DOD/CS Office 2nd floor	Desk	6'x3" and 28.5" high rectangle
DOD/CS Office 2nd floor	2 shelf bookcase	1' x 30" and 30.5" tall rectangle
DOD/CS Office 2nd floor	end table with 2 shelves	2' by 28" and 26.5 tall rectangle
DOD/CS Office 2nd floor	white chair	33" x 31" and 29" tall
DOD/CS Office 2nd floor	credenza	65" by 20" and 29" tall rectangle
DOD/End of Hall Conference Room	Table	44 W X 30 H X 94 ½ L
DOD/GIS	Medium brown side table	30" wide, 20" deep, 20" tall rectangle
DOD/GIS	Red desk chair	
DOD/Programs & Strategic Project/Recreation	Computer desk - co-op desk	60" L x 20"W x 29" H
DOD/Programs & Strategic Project/Recreation	Bookshelf - co-op	28" L x 12.5" W x 72" H
DOD/Programs & Strategic Project/Recreation	Extra desk	50" L x 28" W x 26" H
DOD/Programs & Strategic Project/Recreation	Pool Pass Table/Staging table	72" L x 18" W x 29" H
DOD/Programs & Strategic Project/Recreation	Bookshelf - extra in office	36" L x 12" W x 59.5" H
DOD/Programs & Strategic Project/Recreation/CS	Computer Desk	71" L x 36" W x 29" H
DOD/Programs & Strategic Project/Recreation/CS	Table Extension	72" L x 18" W x 29" H
DOD/Programs & Strategic Project/Recreation/CS	Bookshelf	36" L x 12" W x 48" H
DOD/Programs & Strategic Projects/Hous Spec	Fabric client chair/Purple	
DOD/Programs & Strategic Projects/Hous Spec	Fabric client chair/Purple	
DOD/Programs & Strategic Projects/CDBG/HOME	2 cushioned chairs	
DOD/Programs & Strategic Projects/CDBG/HOME	1 desk chair	
DOD/Programs & Strategic Projects/HOME Cons	Table	59 L X 36 W X 29 H
DOD/Programs & Strategic Projects/Renaissance	IKEA Cabinet	56 W x 74 ¾ H x 20 D
DOD/Programs & Strategic Projects/Renaissance	Light color Desk (under blanket)	70 W x 28 ¾ H x 19 D

Attachment C: City Hall Furniture Surplus List

Department/Office	Item/description	Dimensions/Shape
DOD/Programs & Strategic Projects/Manager	Computer desk	65" L x 29" W x 30" H
Engineering		
Engineering Conference Room	Cherry conference table	47"x143"x29.5"H
Engineering Conference Room	11 blue office chairs	
Engineering Conference Room	1 orange office chair	
Engineering Conference Room	1 black office chair	
Engineering Conference Room	1 computer table	21.5"x3'x26.5"H
Engineering Office/MY	Table/Desk	
Engineering/BM	Desk/5 drawer	5x2.5x2.5/ Rect
Engineering/BM	Desk/computer no drawer	3.5x2.5x2.5/Rect
Engineering/BM	Drawing table/2dr. Tilt	5.5x3x3
Engineering/BM	Shelf/6 shelves	3x1x6
Engineering/General	White Bench	18"D x 20"H x 59"L
Engineering/General	Small Brown Desk	30"D x 42"W x 29.5"H
Engineering/General	Storage Cabinet, 2-Door with Wood Top	36.5"W x 19.5"D x 43"H
Engineering/LH	Brown Desk - 6 Drawer	71"Lx36"Dx30"H
Engineering/Maintenance Office	Desk - Brown 4 drawer	60"Lx30"Dx29"H
Engineering/MY	desk	59" x 71" and 29" tall L shape
Engineering/Plan Room	Grey Personal Computer Desk with Upper Shelf	35"W x 19.5"D x 53"H
Engineering/Director	Desk - Black Metal with Cherry Top	66"Lx30"Dx29"H
Engineering/Director	Return	42"Lx24"Dx29"H
Extra Desk	Light brown Desk	42"Lx30"Dx29"H
Extra Desk - Lshape - 4 drawer	Light brown Desk	60"Lx30"Dx29"H
Finance		
Finance/AH	Wood Top Metal Tanker Desk	60"W X 30"D X 30"H
Finance/AH	Wood Laminate Folding Table, Mahogany Top, Brown Base	29"H x 72"W x 30"D
Finance/AO	Wood Veneer L-Desk	70.1 x 70.1 x 35.3 inches
Finance/Auditor Desk	Wood Veneer L-Desk	70.1 x 70.1 x 35.3 inches
Finance/Director	Dark Brown Desk	66"Lx30"Dx29"H
Finance/Director	Dark Brown Credenza	30" h X 20" w X 66" L
Finance/Director	Dark Brown Computer Desk	40" x 24"
Finance/Director	Dark Brown 6-Shelf Bookshelf	30"x1'x6'H
Finance/Director	Black Cushioned Executive Chair	27" x 30.5" x 45"
Finance/DS	Wood Veneer L-Desk	70.1 x 70.1 x 35.3 inches
Finance/DS	Wood Credenza - Sliding Door	28.5"H x 62"L x 18"D
Finance/Extra File Clerk Desk	Metal Tanker Desk with Grey Top	60"x30"x30.5
Finance/Extra File Clerk Desk	Wood Veneer Desk	51"W x 26"D x 29"H
Finance/FS	Wood Veneer Pedastal Desk	29 1/2"H x 72"W x 36"D
Finance/FS	Desk Return	40"Lx24"Dx27"H
Finance/FS	Wood Credenza - Sliding Door	28.5"H x 62"L x 18"D
Finance/General Area	Grey-Back Swivel Chairs (10)	29.1" x 53" x 40.6"
Finance/General Area	Executive High-Back Swivel Chair (3)	38.5" x 44" x 19.5"
Finance/General Area	Antique Oak Chair with Green Leather Cushion	
Finance/JH	Wood Tanker Desk	60"x30"x30.5
Finance/KC	Wood Veneer Pedastal Desk	29 1/2" H x 72" W x 36" D
Finance/KC	Wood Trim Computer Desk	40" x 24"
Finance/PB	Wood Tanker Desk	60"x30"x30.5
Finance/PB	Wood Trim Computer Desk	40" x 24"
Finance/SW	Metal Tanker Desk with Grey Top	60"x30"x30.5

Attachment C: City Hall Furniture Surplus List

Department/Office	Item/description	Dimensions/Shape
Finance/SW	Metal Return with Wood Top	40"X20"X30.5"
Finance/SW	Metal Tanker Desk with Beige Top	60"x30"x30.5
Finance/TW	Wood Veneer Pedastal Desk	29 1/2"H x 72"W x 36"D
Finance/TW	Wood Trim Computer Desk	40" x 24"
Human Resources		
HR/BS	Desk	30" h X 36" w X 68 1/2"
HR/BS	Credenza	30" h X 20" w X 66" L
HR/BS	3 chairs	
HR/SH	Desk	29" H X 36" W X 72" L
HR/SH	1 side chair w/o arms	
Legal		
Legal/Assist Sol	Desk with Return	77" x 65"; 29"H
Legal/Clerk	Desk	60"L x 19"W x 28.5"H
Legal/Solicitor	Desk 1	65"L x 36"W x 27"H
Legal/Solicitor	Desk 2	69"L x 19.5"W x 29.5"H
Legal/Clerk	Desk with Return	77" x 65"; 29"H
Legal/Clerk	Credenza	66"L x 24"W x 29"H

ATTACHMENT D:

LIST OF FURNITURE TO MOVE TO 20 W PIKE STREET FROM 638 MADISON AVE.

Attachment D: City Hall Relocation Furniture Inventory

Furniture Item	Item/description	Dimensions/Shape
2nd Floor Break Room	Fridge-mini	
2nd Floor Break Room	Microwave	
2nd Floor Break Room	Oven	
2nd Floor Break Room	Round Table x2	41.5"x29.5"H
2nd Floor Break Room	Square Table x2	3'x4'x 29.5"H
2nd Floor Break Room	toaster oven	
Admin/Break Room	Black 4-Drawer Legal Size File Cabinet (4)	18"x26.5"x52"H
Admin/Conference Room	Non-Folding Laminate Utility Table with Wheels (Charcoal)	60"L x 24"D x 31"H
Admin/Conference Room	White Board	8' x 4'
Admin/Empty Office	Desk chair	
Admin/Empty Office	Credenza with Hutch (GOES WITH DESK)	Credenza: 72"L x 24"D x 29.5"H Hutch: 72"L x 14.5"D x 37.5"H
Admin/Empty Office	Pedestal L-Desk w/ Return	Desk: 66"L x 30"D x 30"H Return: 48.5"L x 24"D x 30"H
Admin/Empty Office	2-Door Storage Cabinet	36"L x 29.5"H x 20"D
Admin/Empty Office	Antique Oak Chair with Leather Cushion	
Admin/Empty Office	Antique Oak Chair with Leather Cushion	
Admin/Katie Hushebeck	Desk Chair	
Admin/Katie Hushebeck	Credenza with Hutch (GOES WITH DESK)	Credenza: 29" H x 35-3/4" W x 71-1/2" L Hutch: 37" H x 14-1/2" D x 68" L
Admin/Katie Hushebeck	Pedestal L-Desk w/ Return	Desk: 29-1/4" H x 35-3/4" W x 71-3/4" L Return: 29-1/4" H x 23-3/4" W x 48" L
Admin/ACM	Desk Chair	
Admin/ACM	Antique Oak Chair with Leather Cushion	
Admin/ACM	Antique Oak Chair with Leather Cushion	
Admin/ACM	Bookcase	36" H x 36" W x 11-1/2" D
Admin/ACM	Bookcase	30" H x 29-3/4" W x 12" D
Admin/ACM	Couch	30" H x 28" D x 53" L
Admin/ACM	Hutch	Hutch: 37" H x 13-1/2" D x 42" L Desk: 28-1/2" H x 29-3/4" W x 59-1/2" L Return: 28-1/2" H x 23-3/4" W x 48-1/2" L
Admin/ACM	Pedestal L-Desk w/ Return	19-3/4" H x 27" W x 27" L
Admin/ACM	Small Wood Table	18"x26.5"x52"H
Admin/ACM	Black 4-Drawer Legal Size File Cabinet (2)	26 1/2" D X 18 W X 60 H
Admin/CM	Black 5-Drawer Legal Size Filing Cabinet	
Admin/CM	Desk Chair	
Admin/CM	2-Drawer Storage Unit	39-1/2"L x 29-3/4"H x 23-1/4"D
Admin/CM	5-Rack Storage Shelf (x 5)	75-1/2"H x 36"W x 16-3/4"D
Admin/CM	Bookshelf	71-3/4"H x 36"W x 12"D
Admin/CM	Glass Bookcase	47-3/4"H x 40"W x 13"D
Admin/CM	L-Desk w/Return	Desk: 71"L x 29-3/4"H x 34"D Return: 71"L x 29-3/4"H x 23-1/2"D
Admin/CM	Loveseat	60"L x 30"H x 32"D
Admin/CM	Sofa	80"L x 30"H x 32"D
Admin/CM	Wood Coffee Table	49-1/2"L x 20-1/2"W x 14"H
Admin/Mayor & Commission Lobby Area	Beige 4-Drawer Legal Size File Cabinet (3)	18"x26.5"x52"H
Admin/Mayor & Commission Lobby Area	Beige 5-Drawer Legal Size Filing Cabinet	26 1/2" D X 18 W X 60 H
Admin/Mayor & Commission Lobby Area	Black 2-Drawer Legal Size File Cabinet	28" x 18" and 31" H
Admin/Printer Room	Non-Folding Laminate Utility Table with Bottom Shelf (Oak/Brown)	59.5"L x 19.5"D x 29.5"H
Admin/Printer Room	Non-Folding Laminate Utility Table with Wheels (Charcoal)	60"L x 24"D x 32"H
Admin/TD	2-Drawer Cabinet Credenza with Bookcase Hutch (GOES WITH DESK)	Cabinet: 36" x 20" Bookcase Hutch: 14.5" x 36"
Admin/TD	Black 5-Drawer Legal Size File Cabinet	17.75" x 26.75" x 60"
Admin/TD	Desk Chair	Desk Chair
Admin/TD	Pedestal L-Desk	72" x 36"
Admin/TD	Pedestal Return	48.25" x 24"
Admin/TD	Rect. Top Desk	72" x 24"
Admin/TD	Rect. Top Desk Stack	sits on top desk
Admin/TD	Storage Cabinet w doors	36" x 20"

Attachment D: City Hall Relocation Furniture Inventory

Furniture Item	Item/description	Dimensions/Shape
Basement	Nordictrack WalkFit	
Basement	Full-Size Bicycles (3)	
Basement	Galaxy 5-Blade Fan (3)	21.5 x 4.44 x 22.56
Basement	Metal 3-Shelf Coat Rack (2)	
Basement	Beige Metal Sliding Door Cabinet Desk with Green Metal Top	30"W x 60"L x 29-1/2"H
Basement	Mini Fridge (working) with Whirlpool Microwave	Fridge: 18.5 x 17.5 x 19.25
Basement	Pull Down Workout Machine	Microwave: 12 9/16 x 19 5/8 x 24
Basement	Free Weights (Small Unit + Wall Length Rack with Weights)	
Basement	Quantum Stepping Machine	
Basement	Chest Fly Machine	
Basement	6 Bench Press Units	
Basement	Leg Curl Unit	
Basement	Reebok Stationary Bike	
Basement	Nautilus (very big unit; does come apart in pieces)	
Basement	Pro-Form GL 125 Stationary Bike	
Basement	Leg Press	
Basement	Pro-Form Elliptical	
Basement	Star Trac Elliptical	
Basement	Treadmill	
Basement	Yorx Stereo	
Basement	Synergistics Speakers	
Basement	Drafting Table	
Basement	Ladders (3, 5, and 7 Rungs)	
Basement	Rolling Cart (Cambro, blue)	
Basement	Large Flower Pot	
Basement	2 Rolling Platform Trucks (One without base)	
Basement	Metal 2-Door Closet	36"L x 18"W x 78"H
Basement	Portable Scoreboard	48" W x 34" H x 8" D
Basement	Metal 2-Door Closet	36"L x 18"W x 78"H
Basement	8 Cornhole Boards	48" L x 24" W
Commissioner 1	File Cabinet (4-drawer)	18.25" x 28.75"
Commissioner2	File Cabinet (4-drawer)	18.25" x 28.75"
Commissioner3	File Cabinet (4-drawer)	18.25" x 28.75"
Commissioner4	2 File Cabinets (4-drawer)	18.25" x 28.75"
Community Services	Non-Folding Laminate Utility Table (Charcoal) (x 3)	60"L x 24"D x 31"H
Community Services/LH	Bookshelf	36"Lx9 1/2"Dx62"H
Community Services/LH	Credenza with Hutch	65-1/2"L x 20"D x 71-1/2"H
Community Services/LH	Blonde Wood L-Desk w/ return	Desk: 29.5" H x 29.75" D x 66" L Return: 29.5" H x 23.75" D x 48" L
DOD/2nd Floor Records Storage	Black 5-Drawer File Cabinet, Legal Size, 26.5" (11)	60"H x 18-1/4"W x 26-1/2"D
DOD/2nd Floor Records Storage	Black 4-Drawer Legal Size File Cabinet	18"x26.5"x52"H
DOD/2nd Floor Records Storage	Beige 4-Drawer Lateral File cabinet	42"Lx19"Dx53"H
DOD/2nd Floor Records Storage	Black Metal 4-Shelf Bookshelf (2)	59"H x 34 1/2"W x 12 5/8"D
DOD/Basement	Black 5-Drawer Legal Size Filing Cabinet (2)	26 1/2 D X 18 W X 60 H
DOD/Basement	Beige 5-Drawer Lateral File Cabinet (2)	67"H x 42"W x 19 1/4"D
DOD/Business Development/Intern desk	Return	48 L x 30 H x 23 3/4 D
DOD/Business Development/Interndesk	L-Desk	71 3/4 L x 30 H x 35 3/4 D
DOD/Business Development	2 Shelf Bookshelf	29 1/2 H x 36 W x 11 3/4 D
DOD/Business Development	Bridge	47 L x 29 1/2 H x 23 1/2 D
DOD/Business Development	Return	23 1/2 D x 29 3/4 h x 60 L
DOD/Business Development	U-Desk	66 W x 29 1/2 H x 30 D
DOD/Business Development	2 Drawer file cabinet (letter)	26 1/2 D x 15 W x 29 H
DOD/Business Assistance	desk chair	
DOD/Business Assistance	2-Shelf Bookcase	36" H x 36" W x 12" D
DOD/Business Assistance	6-Shelf Bookcase	70-1/4" H x 23-3/4" W x 13-3/4" D

Attachment D: City Hall Relocation Furniture Inventory

Furniture Item	Item/description	Dimensions/Shape
DOD/Business Assistance	6-Shelf Bookcase	70-1/4" H x 23-3/4" W x 13-3/4" D
DOD/Business Assistance	Bridge	29-1/2" H x 23-3/4" W x 47" L
DOD/Business Assistance	Credenza w/ upper cabinet & 2 file drawers (GOES WITH DESK)	66-1/2" H x 23-3/4" W x 71-3/4" L
DOD/Business Assistance	Non-Folding Laminate Utility Table (Charcoal) (x 2)	34" H x 24" W x 60" L
DOD/Business Assistance	U-Desk w/ 2 file drawers	29-1/2" H x 35-3/4" W x 71-3/4" L
DOD/CE office/2nd flr_CP	2 drawer filing cab x 2	18" w x 28" d x 30" h
DOD/Code Enforcement/JM	1 desk chair	
DOD/Code Enforcement/JM	1-chair	
DOD/Code Enforcement/JM	1-Table	
DOD/Code Enforcement/JM	Drafting table	4'x2'
DOD/Code Enforcement/JM	Formica Table	
DOD/Code Enforcement/JM	3-2 drawer file cabinets	
DOD/Code Enforcement/JM	2-4 drawer file cabinets	
DOD/Code Enforcement/TW	File Cabinet	16"W x 14"H x 24"D
DOD/Code Enforcement/TW	White 2-Drawer File	25-1/8"D x 15"W x 28-3/4"H
DOD/Code Enforcement/TW	Black 2-Drawer File	28"D x 18"W x 30"H
DOD/Code Enforcement/TW	White 4-Drawer File	28-3/8"D x 18-1/4"W x 52"H
DOD/Code Enforcement/Unused Office	file cabinet- 2 drawer black	18" w x 28" d x 30" h
DOD/Community Services	Black 5-Drawer Legal Size Filing Cabinet (x 15)	18"x26.5"x5'H
DOD/Community Services /HP Office 4th Floor	1 rolling drawer cherry- 1 file 2 smaller drawers	1'5"x1'11"x2'4"H
DOD/Community Services /HP Office 4th Floor	2 shelf bookshelf- cherry	1'x3"x2'5.5"H
DOD/Community Services /HP Office 4th Floor	6 shelf bookshelf- cherry	1'x3"x7'1"
DOD/Community Services /HP Office 4th Floor	antique oak chair	
DOD/Community Services /HP Office 4th Floor	antique oak chair	
DOD/Community Services /HP Office 4th Floor	bridge- cherry	2'x3'11"x2'5.5"H
DOD/Community Services /HP Office 4th Floor	credenza-cherry 2 lateral file drawers	2'x6'x2'5.5"H
DOD/Community Services /HP Office 4th Floor	Grey 5-Drawer Legal Size File Cabinet	2'5."x1'6"x5"
DOD/Community Services /HP Office 4th Floor	Grey 5-Drawer Legal Size File Cabinet	2'5."x1'6"x5"
DOD/Community Services /HP Office 4th Floor	hutch- cherry 4 drawer	6'x1'2"x 3'H
DOD/Community Services /HP Office 4th Floor	U-desk- cherry 1 file drawer 1 small drawer 1 pencil drawer	6'x3'x2'5.5"H
DOD/Community Services /HP Office 4th Floor	white board	4'x8'
DOD/Community Services/ Reception	Refridgerator	30"x32"x66"H
DOD/Community Services/L	Gray file cabinet 4 drawer	18"x26.5"x52"H
DOD/Community Services/L	Gray file cabinet 4 drawer	18"x26.5"x52"H
DOD/Community Services/HP Office 2nd Floor	antique oak chair	
DOD/Community Services/HP Office 2nd Floor	antique oak chair	
DOD/Community Services/HP Office 2nd Floor	black leather office chair	
DOD/Community Services/HP Office 2nd Floor	White Board	4'x6'
DOD/Community Services/HP Office 2nd Floor	black 2 drawer file cabinet legal size	2'5."x1'6"x2'5"H
DOD/Community Services/Manager	black leather office chair	
DOD/Community Services/Manager	blue couch	
DOD/Community Services/Manager	5-Drawer File Cabinet (Beige?)	18.5" x 28.5" and 5' tall rectangle
DOD/Community Services/Supplies	Black file cabinet 5 drawer	15"x27"x57.5"H
DOD/Community Services/Supplies	Black file cabinet 4 drawer	18"x26.5"x52"H
DOD/Community Services/Zoning 2nd Floor Office	Desk chair w/ wheels	
DOD/Community Services/Zoning 2nd Floor Office	Tan Letter Size File Cabinet (2 Drawer)	15" wide; 26.5" deep; 29" tall
DOD/Community Services/Zoning 2nd Floor Office	Black Letter Size File Cabinet (5 Drawer)	15" wide; 26.5" deep; 60" tall
DOD/Community Services/Zoning 2nd Floor Office	Cherry Wood 5-Shelf Bookcase	36" wide; 11.75" deep; 60" tall
DOD/Community Services/Zoning 2nd Floor Office	Cherry Wood L-Desk	L-Shaped (6'x3' section; and 4'x2' section; 29.5" tall)
DOD/Community Services/Zoning 2nd Floor Office	Cherry Wood Round Table	41.25" Diameter; 28.75" tall
DOD/Conference Room	Table (both put together)	64 ½ L X 29 ½ D X 30 H
DOD/Coop	2 Shelf Cherry Bookshelf	29.4 H x 13.7 D x 31 ½ W
DOD/Coop	5 Shelf Cherry Book Shelf	60 ¾ H x 36 W x 11.6 D
DOD/Coop	Bridge	23 ½ D x 29.6 H x 47 ¾ W
DOD/Coop	Return	47 ¾ W x 29.6 H x 23 ½ D
DOD/Coop	U-Desk	30 D x 29.6 H x 66 L

Attachment D: City Hall Relocation Furniture Inventory

Furniture Item	Item/description	Dimensions/Shape
DOD/CS/LH	(2) 2 drawer file cabinets	18"Lx28"Dx31"H
DOD/End of Hall Conference Room	Plat Book Holder	62 ½ L x 26 ½ D x 42 H
DOD/End of Hall Conference Room	5 Drawer file cabinets (HP) (x3)	26 ½ X 18 X 60
DOD/End of Hall Conference Room	4 Drawer file cabinet (HP) (letter size)	15 W X 52 H X 26 ½ D
DOD/End of Hall Conference Room	Fire rated file cabinets 3 drawer (Green cards) (X4)	16 ¼ W x 29 ¾ D x 40 ¾ H
DOD/General Area	Black 4-Drawer Legal Size File Cabinet (3)	18"x26.5"x52"H
DOD/General Area	Black 5-Drawer Legal Size Filing Cabinet (12)	26 ½ D X 18 W X 60 H
DOD/GIS	Black office desk chair	
DOD/GIS	Wire map storage cart	17" wide, 13" deep, 24" tall
DOD/Reception	desk chair	
DOD/Reception	5 shelf bookcase	60 ¼ H x 36 W x 11.6 D
DOD/Reception	5 Shelf Bookcase (2 more)	60 ¼ H x 36 W x 11.6 D
DOD/Reception	Cherry 2 shelf bookcases (2)	29.4 H x 13.7 D x 31 ½ W
DOD/Reception	Metal 2-Door Closet	36"L x 18"W x 78"H
DOD/Reception	Lateral File	36 W x 19 ¾ D x 29 ¾ H
DOD/Reception	Computer Cart	40 ¼ W x 29 ½ L x 24 D
DOD/Reception	18 pocket magazine rack	66 H x 10.8 W x 3.6 D
DOD/Reception	Corner table	24 W x 24 D x 20 ½ H
DOD/Reception	Credenza with hutch	66 ½ L x 14.6 D x 72 L
DOD/Reception	Single-Desk w/ 2 file drawers	29-1/2" H x 35-3/4" W x x 71-3/4" L
DOD/Reception	Storage cabinet with doors	36 L x 29 ½ H x 19 ¾ D
DOD/Reception	Upholstered black chairs (2 chairs)	35 H x 23 ½ L x 23 D
DOD/Reception	5-Drawer Legal file drawer (2)	18" L x 27"W x 60" H
DOD/Reception	2 drawer legal file cabinet	18 ¾ W x 28 ¾ H x 26 ¾ D
DOD/Marketing & Communications	L-Desk	66 L x 29 ½ H x 29 ¾ D
DOD/Marketing & Communications	Return	24 D x 29 ½ H x 42 L
DOD/Programs & Strategic Project/Recreation	5-Drawer File Cabinet (Beige?)	18" L x 27"W x 60" H
DOD/Programs & Strategic Projects/Housing Spec	Bookshelf/Cherry	31-1/2"W x 14"D x 29"H
DOD/Programs & Strategic Projects/Housing Spec	desk chair	
DOD/Programs & Strategic Projects/Housing Spec	Bookshelf/Cherry	31-1/2"W x 14"D x 70"H
DOD/Programs & Strategic Projects/Housing Spec	Bridge/Cherry	47"W x 23-1/2"D x 29"H
DOD/Programs & Strategic Projects/Housing Spec	Credenza/Cherry	5"W x 23-1/2"D x 29"H
DOD/Programs & Strategic Projects/Housing Spec	Dry erase board	48"W x 34-1/2"H
DOD/Programs & Strategic Projects/Housing Spec	Dry erase board	48"W x 34-1/2"H
DOD/Programs & Strategic Projects/Housing Spec	Dry erase board	48"W x 34-1/2"H
DOD/Programs & Strategic Projects/Housing Spec	Hanging file/Cherry	15-1/2"W x 23-1/2"D x 19"H
DOD/Programs & Strategic Projects/Housing Spec	Hanging file/Cherry	15-1/2"W x 23-1/2"D x 19"H
DOD/Programs & Strategic Projects/Housing Spec	Office desk chair/Black	
DOD/Programs & Strategic Projects/Housing Spec	U-Desk/Cherry	5'6"W x 2'6"D x 29"H
DOD/Programs & Strategic Projects/Housing Spec	Metal file cabinet/Grey	42"W x 18-1/2"D x 39"H
DOD/Programs & Strategic Projects/CDBG/HOME	2 shelf bookcase- cherry wood color	32" wide x 29" high
DOD/Programs & Strategic Projects/CDBG/HOME	3 shelf bookcase- cherry wood color	36" x 36"
DOD/Programs & Strategic Projects/CDBG/HOME	Credenza (GOES WITH DESK)	60" Long
DOD/Programs & Strategic Projects/CDBG/HOME	tall bookcase-5 shelves- cherry wood color	32" wide x 68" high
DOD/Programs & Strategic Projects/CDBG/HOME	U-Desk w/ return & 2 hanging file drawers-cherry wood color	U- shaped desk 66" long, return 47" long
DOD/Programs & Strategic Projects/HOME Consort.	Desk Chair	
DOD/Programs & Strategic Projects/HOME Consort.	2 Shelf Bookshelf	32" wide x 29" high
DOD/Programs & Strategic Projects/HOME Consort.	5 Shelf Bookshelf	11 ¼ D X 36 W X 71 ¾ H
DOD/Programs & Strategic Projects/HOME Consort.	Black 4-Drawer Legal Size File Cabinet (X2)	28 D X 18 W X 52 H
DOD/Programs & Strategic Projects/HOME Consort.	Black 5-Drawer Legal Size File Cabinet (X2)	26 ½ D X 18 W X 60 H
DOD/Programs & Strategic Projects/HOME Consort.	Bridge	47 L x 23 ½ W X 29 ¾ H
DOD/Programs & Strategic Projects/HOME Consort.	Return	60 L X 23 ½ W X 29 H
DOD/Programs & Strategic Projects/HOME Consort.	U-Desk	66 L X 30 W X 29 ¾ H
DOD/Programs & Strategic Projects/HOME Consort.	2 drawer legal file cabinet	18 D X 26 ½ W X 28 H
DOD/Programs & Strategic Projects/Katie Meyer	Desk Chair	
DOD/Programs & Strategic Projects/Renaissance	2 Shelf Bookshelf (X2)	36 w x 29 ½ H x 11 ¾ D
DOD/Programs & Strategic Projects/Renaissance	Black 4-Drawer Legal Size File Cabinet	18 ¾ W x 26 ½ D x 52 H
DOD/Programs & Strategic Projects/Renaissance	Black 5-Drawer Legal Size File Cabinet	17.6 W x 26 ½ D x 60 H
DOD/Programs & Strategic Projects/Renaissance	Black 5-Drawer Legal Size File Cabinet (X2)	60 H x 18 W x 26 ½ D

Attachment D: City Hall Relocation Furniture Inventory

Furniture Item	Item/description	Dimensions/Shape
DOD/Programs & Strategic Projects/Renaissance	Bridge	60 W x 29 ½ D x 29 H
DOD/Programs & Strategic Projects/Renaissance	Credenza	23 ¾ D x 29 ½ H x 72 W
DOD/Programs & Strategic Projects/Renaissance	U-Desk	23 ¾ D x 29 ¾ H x 72 L
DOD/Programs & Strategic Projects/Manager	Low Bookshelf #1	24" L x 21" W x 29" H
DOD/Programs & Strategic Projects/Manager	Low Bookshelf #2	24" L x 21" W x 29" H
DOD/Programs & Strategic Projects/Manager	Maple Colored? Bookshelf #1- natalie	31.5" L, 15" W x 72" H
DOD/Programs & Strategic Projects/Manager	Maple Colored? Bookshelf #2 - natalie	31.5" L, 15" W x 72" H
DOD/Programs & Strategic Projects/Manager	Round table + chairs	48" Diameter
DOD/Programs & Strategic Projects/Manager	5-Drawer File Cabinet (Beige?)	18" L x 27" W x 60" H
DOD/Programs & Strategic Projects/Grants Admin	5 Shelf Book Shelf	60 ¾ H x 36 W x 11.6 D
DOD/Programs & Strategic Projects/Grants Admin	desk chair	
DOD/Programs & Strategic Projects/Grants Admin	Lateral File	42 W x 53 H x 19 ¾ D
DOD/Programs & Strategic Projects/Grants Admin	L-Desk	66 L x 29 H x 30 D
DOD/Programs & Strategic Projects/Grants Admin	Return	23.6 D x 29 H x 47.1 L
DOD/Programs & Strategic Projects/Grants Admin	2 drawer legal file cabinet	18 ¾ W x 28 ¾ H x 26 ½ D
Engineering	Brown Bookshelf	36"L x 12"D x 72"H
Engineering	Non-Folding Laminate Utility Table with Wheels (Charcoal) (x 5)	60"L x 24"D x 31"H
Engineering Conference Room	Cherry conference table	47"x143"x29.5"H
Engineering Office	2 shelf bookcase	37.5" x 1' and 30" tall rectangle
Engineering Office	Black 2-Drawer Legal Size File Cabinet	28" x 18" and 31" tall rectangle
Engineering Office	Black 2-Drawer Legal Size File Cabinet	26.5 x 18.5 x 29" tall
Engineering Office	Black 2-Drawer Legal Size File Cabinet	25 x 18 and 29" tall
Engineering Office/Director	Black 2-Drawer Legal Size File Cabinet	18"Lx25"Dx29"H
Engineering Office/Director	Brown Bookshelf	36"L x 12"D x 72"H
Engineering Office/Director	Tan 4-Drawer Legal Size File Cabinet	18"Lx27"Dx52"H
Engineering Plan Room	Plan Table (Wood)	84"Lx43"Dx34"H
Engineering/Basement	Black 4-Drawer Legal Size File Cabinet (2)	18"x26.5"x52"H
Engineering/Basement	Lateral File	42 W x 53 H x 19 ¾ D
Engineering/BM	desk chair	
Engineering/BM	Drawing table/2dr. Tilt	5.5x3x3
Engineering/Conference Room	White Board	48 x 72
Engineering/Conference Room	White Board	47.5 x 36
Engineering/HR/General Area	Desk Chair	
Engineering/HR/General Area	Non-Folding Laminate Utility Table (Charcoal)	34" H x 24" W x 60" L
Engineering/HR/General Area	Non-Folding Laminate Utility Table with wheels (Charcoal) (x 5)	60"L x 24"D x 31"H
Engineering/LH	desk chair	
Engineering/LH	Credenza with hutch	65-1/2"L x 20"D x 71-1/2"H
Engineering/Maintenance Office	Printer Table	24"L x 16"D x 28-1/2"H
Engineering/Plan Room	Brown Bookshelf	30"L x 12"D x 30-1/2"H
Engineering/Plan Room	Metal Green Printer Table	36"Lx24"Dx30 1/2" H
Engineering/Plan Room	Plotter	48"Lx37"Dx43"H
Engineering/Plan Room Storage	Grey Metal Case with drawers	47"Lx36"Dx53"H
Engineering/Records Storage	Black 4-Drawer Legal Size File Cabinets (9)	18"x26.5"x52"H
Engineering/Records Storage	Black Two-Drawer File Cabinet (6)	26.5 x 18.5 x 29" tall
Engineering/Records Storage	Black 5-Drawer Legal Size File Cabinet	26 ½ X 18 X 60
Engineering/Records Storage	2-Drawer Legal Size File Cabinets (tan, black)	18"Lx25"Dx29"H
Engineering/Records Storage	Black 4-Drawer Legal Size File Cabinet	42"Lx19"Dx53"H
Engineering/Records Storage	Grey 5-Drawer Legal Size File Cabinet	18"Lx28"Dx57"H
Engineering/Records Storage	Tan 4-Drawer Legal Size File Cabinet	18"Lx26 1/2"Dx53"H
Engineering/Records Storage	Tan Storage Cabinet	36"Lx19"Dx43"H
Engineering/Records Storage	Black 2-Drawer Legal Size File Cabinet	18"Lx25"Dx29"H
Engineering/Records Storage	Black 4-Drawer Lateral File cabinet	42"Lx19"Dx53"H
Engineering/Records Storage	Black 4-Drawer Legal Size File Cabinet (x 6)	18"Lx26 1/2"Dx53"H
Engineering/Records Storage	Black 5-Drawer Legal Size File Cabinet	18"Lx28"Dx60"H
Engineering/Storage cabinet	Tan Metal Storage Cabinet	36"Lx18"Dx72"H
Engineering/Tom's Office	Tom's Drawing Table (Metal Black)	40"Lx30"Dx37"H
File cabinets- CE	5 drawer black- 21	18"x26.5"x5'H
File cabinets- CE	5 drawer- gray-2	18"x26.5"x5'2"H
File cabinets- CE	5 drawer black	18"x26.5"x5'2"H

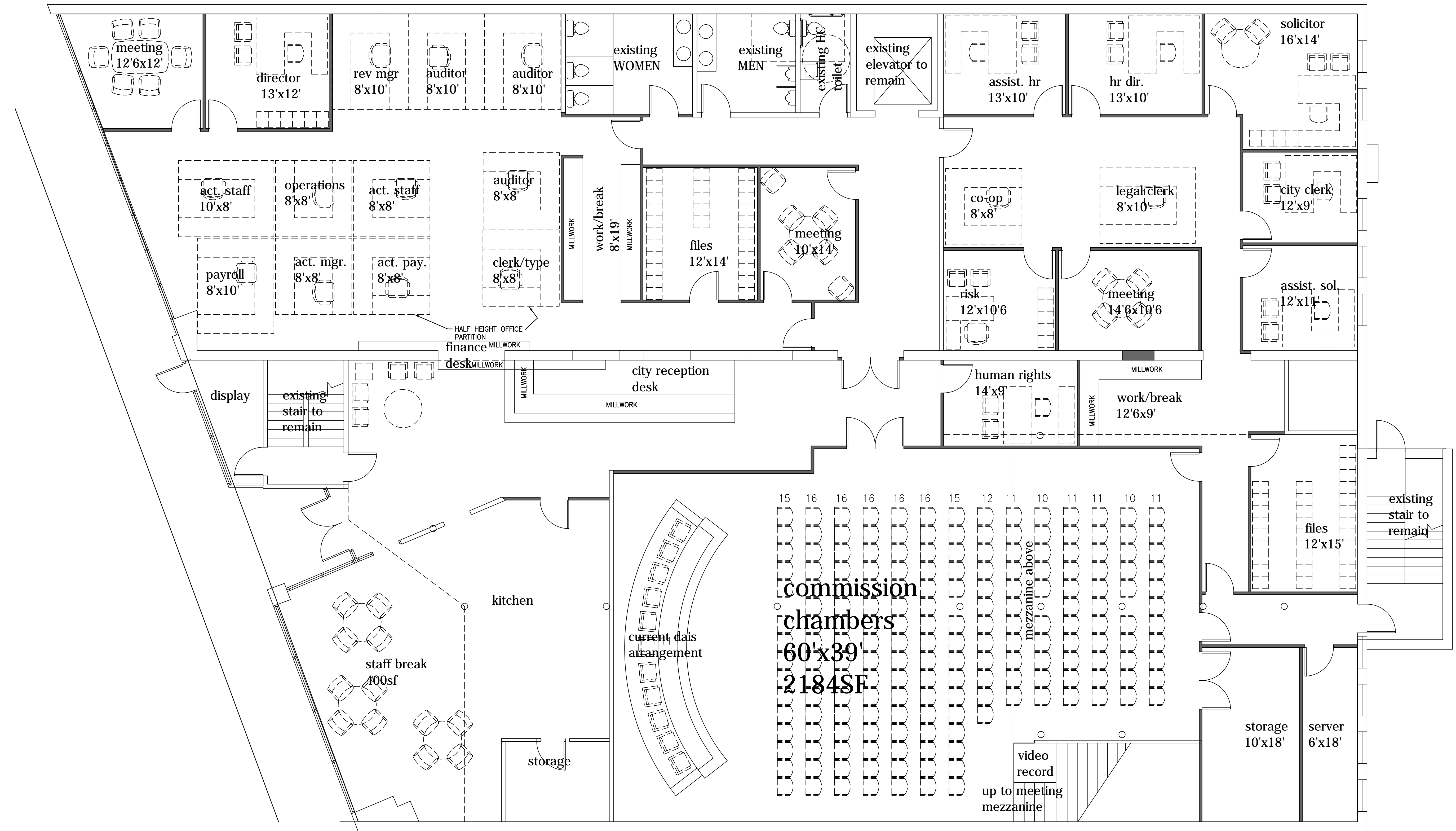
Attachment D: City Hall Relocation Furniture Inventory

Furniture Item	Item/description	Dimensions/Shape
File cabinets- CE	5 drawer gray	18"x26.5"x5'H
File cabinets- CE	4 drawer gray	18"x26.5"x52"H
File cabinets- CE	4 drawer black-8	18"x26.5"x52"H
File cabinets- CE	4 drawer drak gray	18"x26.5"x52"H
Finance/Basement	Black 4-Drawer Legal Size File Cabinet (8)	18"x26.5"x52"H
Finance/Basement	Metal 2-Door Closet	36"L x 18"W x 78"H
Finance/Director	Black 5-Drawer Lateral File Cabinet (2)	67"H x 36"W x 19 1/4"D
Finance/General Area	Black 4-Drawer Letter Size File Cabinet (9)	15 W X 52 H X 26 ½ D
Finance/General Area	Black 4-Drawer Legal Size File Cabinet (10)	18"x26.5"x52"H
Finance/General Area	Black 5-Drawer Legal Size Filing Cabinet (4)	26 ½ D X 18 W X 60 H
Finance/KC	Black 5-Drawer Lateral File Cabinet (2)	67"H x 42"W x 19 1/4"D
Finance/General Area	Black Metal 2-Door Closet	72"H x 36"W x 18"D
Finance/General Area	Black Metal 2-Door Closet	78"H x 36"W x 18"D
HR/Basement	Black 4-Drawer Legal Size File Cabinet (3)	18"x26.5"x52"H
HR/Basement	Black 2-Drawer Legal Size File Cabinet	28" x 18" and 31" H
HR/Bob Stark	2 file cabinets	29" h X 18"w X 27" L
HR/Director	2 bookcases	48"L X 24"W x 14"D
HR/Director	Corner round table	42"LX30"W
HR/Director	L-Desk with return & hutch	Desk 60"LX36"W, Return 60"LX24"W
HR/Director	Portable desk	48"LX24"W
HR/Director	Bookshelf with Storage Cabinet	36"W x 12"D x 72.5"H
HR/Director	Charcoal Metal Lateral Cabinet	30"W x 53"H x 19.5"D
HR/Reception Area	Credenza with Hutch	72"L x 66.5"H x 24"D
HR/Records Storage	Black 2-Drawer Legal Size File Cabinet (x 2)	18 D X 26 ½ W X 28 H
HR/Records Storage	Black 4-Drawer Legal Size File Cabinet	18"x26.5"x52"H
HR/Records Storage	Black 4-Drawer Letter Size File Cabinet	15 W X 52 H X 26 ½ D
HR/Records Storage Area	Black 4-Drawer Legal Size File Cabinet (x 14)	18 ¼ W x 26 ½ D x 52 H
HR/Records Storage Area	Black 5-Drawer Legal Size Filing Cabinet (x 1)	26 ½ D X 18 W X 60 H
HR/SH	2 legal filing cabinets (4 drawers)	25" H X 18" W X 52" L
Legal	Filing Cabinet	36"L x 20"W x 29.5"H
Legal/Assist Sol	Cherry Bookcase, 2 shelves	36"L x 13"W x 29.5"H
Legal/Assist Sol	Cherry Bookcase, 5 shelves	36"L x 12"W x 60"H
Legal/Clerk	Bookcase	36"L x 12"W x 36"H
Legal/Clerk	Metal 2-Door Closet	36"L x 18"W x 78"H
Legal/Clerk	Tan Metal 2-Door Closet	36"L x 18"W x 78"H
Legal/Solicitor	Bookcase 1	36"L x 12"W x 48"H
Legal/Solicitor	Bookcase 2	36"L x 12"W x 72"H
Legal/Admin	desk Chair	
Legal/Admin	L-Desk w/ Return	72" x 84"; 29"H
Legal/Clerk	Bookcase	36"L x 11"W x 30"H
Legal/Clerk	Bookcase	36"L x 11"W x 30"H
Legal/Records Storage Area	Black 4-Drawer Legal Size File Cabinet (12)	18"x26.5"x52"H
Legal/Records Storage Area	Black 5-Drawer Legal Size Filing Cabinet (14)	26 ½ D X 18 W X 60 H
Legal/Records Storage Area	6-Shelf Grey Metal Bookcase (2)	75"H x 36"W x 16"D
Mayor	2 Cherry Bookcases (tall)	36.5" x 12" each
Mayor	2 Wooden End Tables	22" x 27" each
Mayor	2-Drawer Legal Size File Cabinet	18.25" x 28.75"
Mayor	6 Chairs	23" x 23" each
Mayor	Couch	88" x 35"
Mayor	Desk Chair	Desk Chair
Mayor	Round Table	48" diameter
Mayor	Wood Coffee Table	48" x 28"
Mayor	File Cabinet	18.25" x 28.75"
Section 8/5th floor	U-Desk - Cherry	Desk: 71-3/4"W x 39"D x 29"H Return: 42"W x 24"D Credenza: 71-3/4" x 20"D x 29"H Overall: 71-3/4"W x 101"D x 29"H
Section 8/5th floor	U-Desk - Cherry	Desk: 71-3/4"W x 39"D x 29"H Return: 42"W x 24"D Credenza: 71-3/4" x 20"D x 29"H Overall: 71-3/4"W x 101"D x 29"H

Attachment D: City Hall Relocation Furniture Inventory

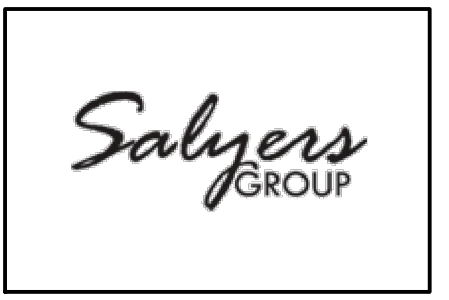
Furniture Item	Item/description	Dimensions/Shape
Section 8/5th floor	U-Desk - Cherry	Desk: 71-3/4"W x 39"D x 29"H Return: 42"W x 24"D Credenza: 71-3/4" x 20"D x 29"H Overall: 71-3/4"W x 101"D x 29"H
Section 8/5th floor	U-Desk - Cherry	Desk: 71-3/4"W x 39"D x 29"H Return: 42"W x 24"D Credenza: 71-3/4" x 20"D x 29"H Overall: 71-3/4"W x 101"D x 29"H
Section 8/5th floor	U-Desk - Cherry	Desk: 71-3/4"W x 39"D x 29"H Return: 42"W x 24"D Credenza: 71-3/4" x 20"D x 29"H Overall: 71-3/4"W x 101"D x 29"H
Section 8/5th floor	Burgundy Stacking Desk Chairs (8)	23.75"W x 33.25"H x 23.5"D
Section 8/5th floor	L-Desk - Cherry	Desk: 71"W x 41"D x 29"H Return: 42"W x 24"D x 29"H Overall: 71"W x 83"D x 29"H
Section 8/5th floor	L-Desk - Cherry	Desk: 71"W x 41"D x 29"H Return: 42"W x 24"D x 29"H Overall: 71"W x 83"D x 29"H

ATTACHEMENT E:
FLOOR PLAN

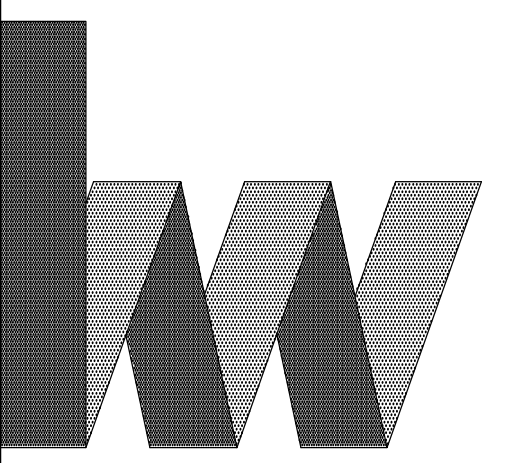


FIRST FURNITURE FLOOR PLAN
3/16" = 1'-0"
PLAN NORTH

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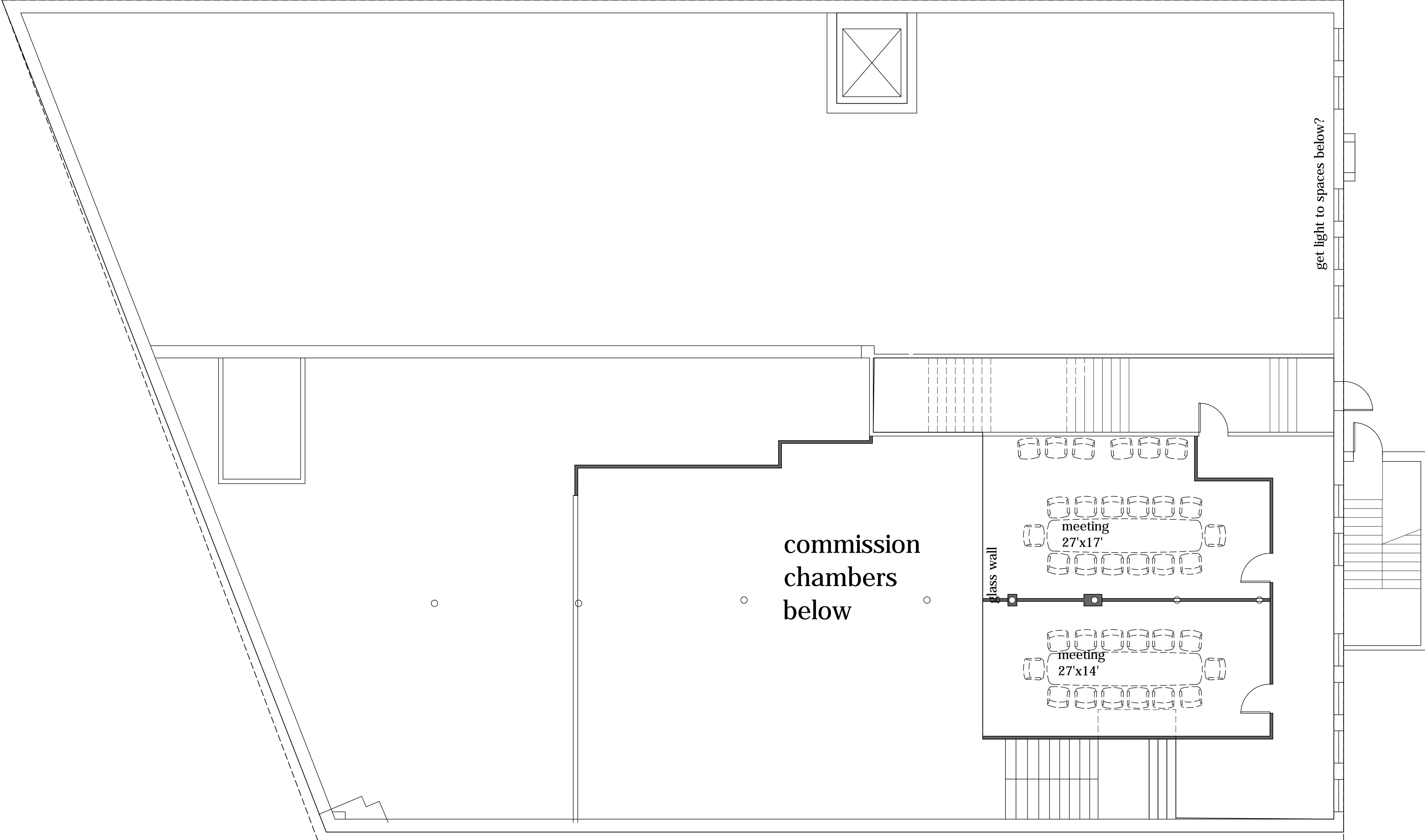


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**FIRST FLOOR
FURNITURE PLAN**

F101



MEZZANINE FURNITURE FLOOR PLAN
3/16" = 1'-0"

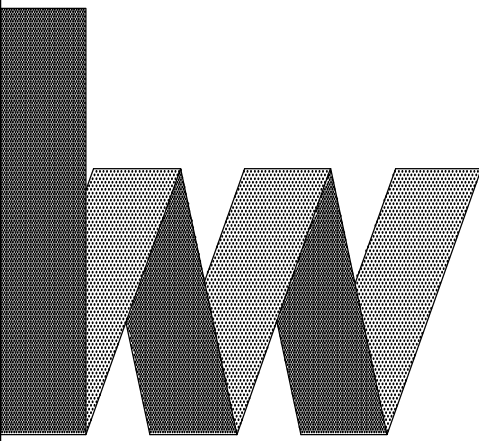
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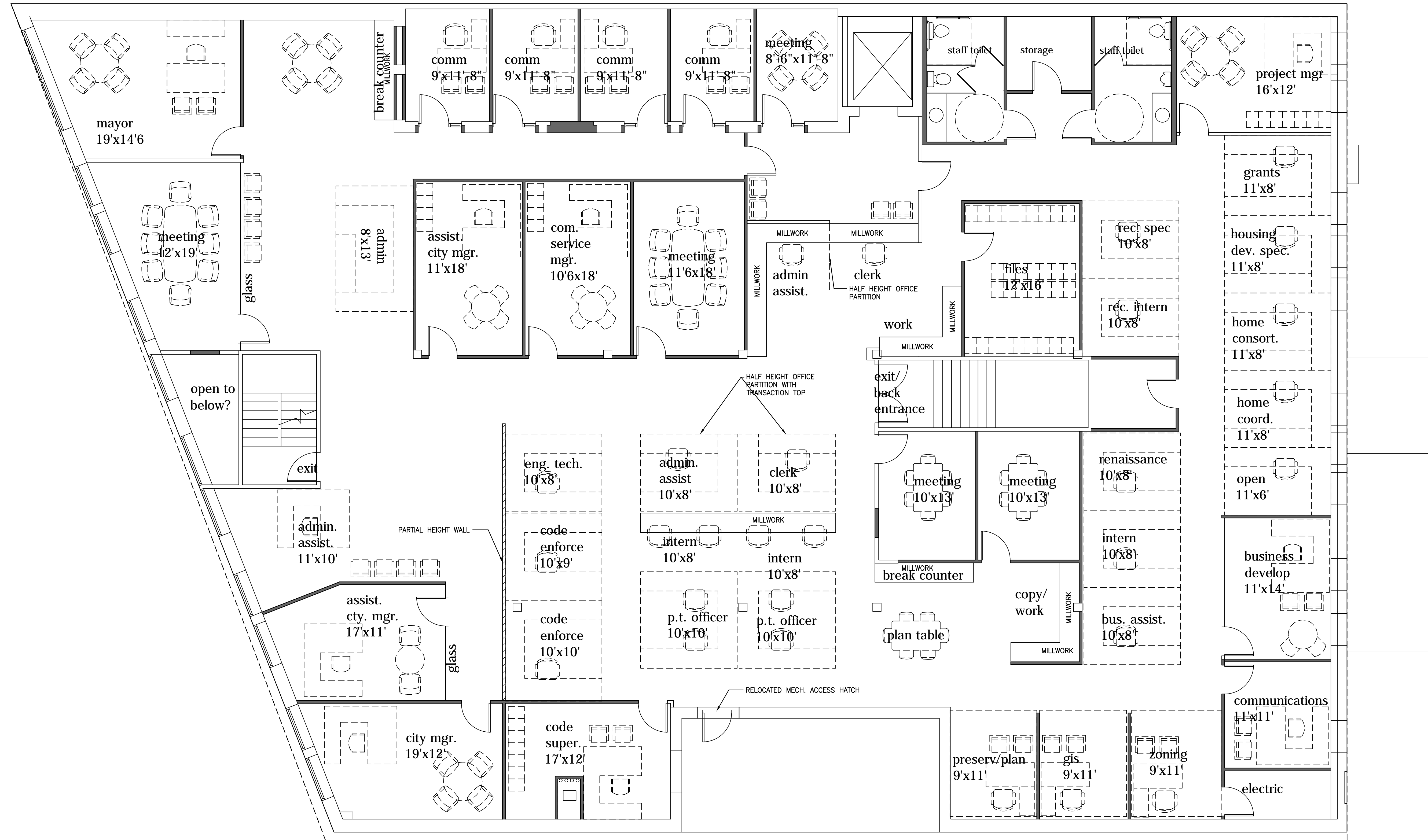
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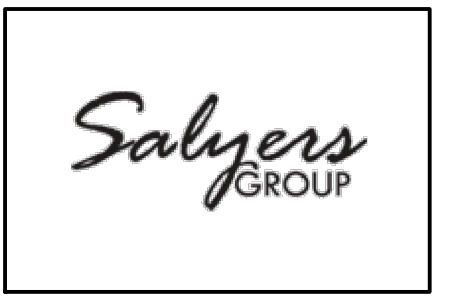
**MEZZANINE
FURNITURE PLAN**

F101m

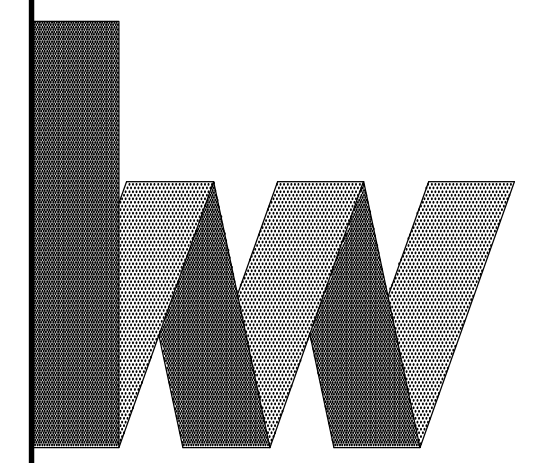


SECOND FURNITURE FLOOR PLAN
3/16" = 1'-0"
PLAN NORTH

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SECOND FLOOR
FURNITURE PLAN

F102